

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 2252 **TITLE:** ADMINISTRATIVE ASSISTANT IV **GRADE:** S-17

DEFINITION:

This level is characterized by either one or a combination of the following:

- Incumbents have supervisory responsibilities for several employees including selection, training, evaluation, and disciplinary actions. Positions that are primarily supervisory in nature entail technical and administrative responsibility for a small group (normally 3 or more) in the Assistant III level or for a larger group (normally 6 or more) merit or status L or T positions at the Assistant II level or equivalent.
- The duties performed require knowledge of basic principles and methods of a technical or professional field where the exercise of judgment is limited by (a) the routine assignments, (b) the narrow range of the knowledge of the total professional or technical field, (c) the supervision received, and (d) the absence of the ability to establish professional precedents.
- Incumbents have a comprehensive knowledge of and responsibility for on-going analysis of various administrative functions or services to develop recommendations to improve processes or resolve issues.
- Incumbents have independent responsibility for a comprehensive function, service or unit requiring the determination of appropriateness of actions in several administrative tasks each of which is allocable to the Assistant II and/or III level.

At this level, the following factors should be considered:

- Assignments are given in terms of the subject area concerned with specific objectives as well as general program/department goals identified. Work is subject to review when problems involve new applications of policy or changes in administrative approach.
- Guidelines provided include all administrative directives in the form of rules, policies, and established precedents pertinent to the assignment. Assignments entail either many separate phases or a variety of different administrative transactions; and problem solving which involves some analysis or qualitative review of individual cases, materials or circumstances to determine the appropriate action, decision or solution. This requires some substantive knowledge and understanding of the programs or activities of the unit served, as well as of County and departmental administrative guides.
- Incumbents are responsible for interpretations and decisions based on established policies, precedents and administrative regulations that may not be directly applicable.
- Incumbents may have supervisory responsibility for administrative tasks allocable to the Administrative II and/or III class, in the case of positions that are not primarily supervisory in nature.

ILLUSTRATIVE DUTIES:

General Financial Duties

- Reviews and approves disbursement forms;
- Recommends changes to agency/work unit administrative policies, procedures and methods;
- Uses existing spreadsheets and databases to interpret and organize resource information;
- Provides customized reports to analysts or others in the unit.

Fiscal Administration

- Approves and authorizes accounts through corporate system;
- Monitors external accounts and resolves discrepancies;
- Reviews and reconciles status reports.

Accounting

- Supervises staff performing clerical accounting duties at the Asst. II and III levels;
- Resolves problems by performing qualitative review of individual cases;
- Enters data into corporate accounting systems and reconciles a wide variety of accounts receivable/payable;
- Performs petty cash custodial duties;
- Audits clerical accounting procedures in other agencies.

Purchasing

- Researches and recommends equipment/vendors and prices;
- Determines substitutes for supplies and low value equipment;
- Verifies the accuracy of and updates the department equipment and/or fixed asset inventory;
- Authorizes requests for goods and services in corporate system;
- Monitors contract compliance (e.g., expirations, payment terms, costs);
- May act as procurement card manager.

Scheduling & Coordinating for others

- Manages supervisor's calendar which may require negotiating time and place;
- Researches and negotiates with hotels, etc. for best logistical arrangements for rooms;
- Makes complex scheduling arrangements involving multiple parties, including informing all relevant parties;
- Independently makes and cancels meetings depending on the subject and attendees;
- Determines what confidential information can be disseminated and to whom;
- Arranges for special room or equipment needs and/or multiple locations & individuals;
- Coordinates domestic and foreign travel arrangements for executive/work unit head, unit personnel, and visitors;

- Participates in the planning and coordination of national and international meetings (e.g., reserves sites, meeting logistics, publicity)

Communication

- Independently composes original correspondence (e.g., preparation of replies to non-technical requests) for the executive/work unit head's review and signature;
- Coordinates data collection and provides information to others including executive/work unit head;
- Explains policies of the functional area (e.g., purchasing, travel, and leave).

Office Management

- Performs/supervises several administrative functions (e.g., records management, reception);
- Manages a small work unit;
- Analyzes short-term administrative needs of the unit (e.g., status of supplies and equipment, determining if work order is needed);
- Notifies relevant individuals of work progress and inquires as to its status.

General Administrative

- Develops filing systems (paper and/or electronic);
- Develops internal mailing processes and procedures;
- Prepares non-routine responses to correspondence;
- May supervise general administrative functions.

Receptionist/Public Contact

- Oversees or resolves non-routine/difficult situations based on knowledge and interpretation of established policies & procedures;
- Interprets County rules & regulations to employees, management, and the public using discretion as to proper application.

Word Processing/Typing

- Develops macros;
- Serves as unit expert or lead over other clerical/administrative positions.

Information Systems/Software

- Develops macros;
- Creates and maintains databases;
- Generates unique reports;
- Creates complex spreadsheets for work unit;
- Diagnoses and resolves simple software/hardware problems;
- Maintains Web pages;
- Designs and lays out publications using specialized software packages;
- May supervise.

Reports

- Prepares routine reports and statistics based on information compiled from various sources;
- Determines report format and elements.

Payroll

- Prepares and/or supervises preparation of complex payroll (e.g., shift differential, overtime, multiple grants, 56 hour workweek, FLSA).
- Researches payroll issues (e.g., overtime, leave hours).
- Interprets policies & procedures.

Personnel

- Initiates the full range of processing for complex personnel actions;
- Conducts new employee orientation within assigned agency, including notifying employees of Period of Initial Eligibility and the importance of compliance;
- Counsels employees on basic benefit questions;
- Uses PRISM regularly to process departmental HR transactions;
- Updates job descriptions using information obtained from employee, supervisor, evaluations and samples;
- Resolves personnel processing problems on personnel policy/procedures with interpretation from appropriate resource (e.g., DHR);
- Completes job recruitment packages including drafting advertisement language for non-professional job announcements;
- Serves as liaison between supervisor/manager and HR regarding routine personnel actions;
- Advises supervisor and provides information regarding HR policies and procedures.
- Prepares diversity report.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge

- Knowledge and understanding of the programs or activities of the unit served, as well as of the County and departmental administrative guides;
- Position may require knowledge of basic principles and methods of a technical or professional field.

Math Skills

- Basic math skills

Word Processing/Typing

- Intermediate skills in use of applicable Microsoft Office Word.

PC Skills

- Intermediate skills in the use of applicable Microsoft Office Suite software;
- Intermediate skills in the use of agency specific software applications

Communication

- Ability to communicate well through written and oral means.

Information Abilities

- Ability to gather, integrate, and analyze simple data.

Interpersonal Abilities

- Ability to establish and maintain effective working relationships with both external and internal contacts.

Purchasing and Accounting

- Ability to perform data entry into CASPS and/or FAMIS in at least 5 functions.

Personnel and Payroll

- Ability to perform complex PRISM functions (e.g., establish a position, create a PCF, determine index codes, etc.).

Executive Assistance

- Ability to maintain confidentiality and be sensitive to political issues.

EMPLOYMENT STANDARDS:

Any combination of education, experience and training equivalent to:

Education

- High School

Experience

- 3 years providing administrative support in the assigned functional area(s), including;
- One year of supervisory experience if the position is supervisory in nature.

NECESSARY SPECIAL REQUIREMENTS:

Certain positions with financial responsibility within this class may be subject to criminal history record checks and/or credit checks as a condition of hiring and periodically thereafter, as determined by the department head. An applicant or employee may be required to submit a request for a criminal history record check and/or credit check to the appropriate agency. **Applicants and employees within these select positions must demonstrate financial responsibility in personal finances as a condition of employment.**

REVISED: April 16, 2002
ESTABLISHED: June 21, 2001